



Chapter 7 – Holds

Overview of Holds in Evergreen Indiana

There are four types of holds in Evergreen Indiana. Holds may be placed by library staff via the Staff Client or by patrons via the OPAC. A patron may have up to 20 unfilled holds in the system at one time.

- User group profile, circulation modifier, age protection and the pickup location designation may affect the ability of a patron to place a hold. Attempts to place improper holds will generate a pop-up customer service message which gives the patron reasons why they were unable to complete the hold.

How holds are filled

Items are captured to fill holds based on proximity. The system seeks to minimize transit time by capturing the item and assigning it to the nearest patron on the hold list. The nearest patron may not be person who has been on the hold list the longest. The system will continue to seek to fill holds with other items.

Minimizing Transits

- Sally places a hold on December 1; John places a hold on December 10; and Dewey places a hold on December 15.
- Sally and John have designated Thorntown as the pick-up location. Dewey designated Westfield as the pick-up location.
- On December 20, a patron at Westfield returns the item. The item is captured for Dewey even though he placed hold at a later date because the item will not need to transit to fill the hold. The system will continue to search to find items to fill the hold requests for Sally and John.

Fulfilling the oldest hold

- For example, Sally places a hold on December 1; John places a hold on December 10; and Dewey places a hold on December 15.
- Sally and John have designated Thorntown as the pick-up location. Dewey designated Westfield as the pick-up location.
- On December 20, a patron at Mooresville returns the item. The item is captured for Sally and will be transited to Thorntown. The system will continue to search to find items to fill the hold requests for John and Dewey.

User Groups and Holds

A patron's user profile group determines the scope of the patron's ability to place holds.

- Residents, non-residents, PLAC, outreach, temp and staff user profiles have full access to the consortium and may place holds on any library's materials.
- Reciprocal borrowers and student profiles have access only to the member library that issued the library card. Reciprocal borrowers and student user groups may place holds only on the materials owned by the library that issued the library card.

Items that do not Transit

- Items with the following general circ modifiers do not transit between the libraries: art, dvds and videos, cd-music, equipment, media, realia, software gaming and special collections.
- Evergreen will deny an attempt by a patron to place a hold on an item that does not transit if filling the hold would cause the item to transit to another library.
- The staff client will override this—so staff need to be aware of the consortium rules that only books, audiobooks, kits and magazines can be transited.
- Patrons may and December 29, 2009 place a hold pick up an item from the owning library.

Patron Types and Holds

- Circulation modifiers determine “who” may place a hold. Although local library patrons may place holds on items owned by the local library, consortium patrons may not place holds on those items with circulation modifiers that do not transit.
- There is one exception: matching the pick-up library to the owning library when placing the hold will allow the hold to be placed.

Patron holds on DVDs to transit

- Example One: Adams Library owns “Snow Bear” on dvd. Adams Library’s local patrons may place a hold on this item. A hold by a Kendallville Library patron on the dvd with the selection of Kendallville as the destination pick-up library will be denied by Evergreen because the hold would cause the item to transit.

Patron holds on DVDs for pick-up

- Example Two: Adams Library owns “Snow Bear” on dvd. A Kendallville Library patron places a hold and designates Adams Library as the pick-up library. This hold will be allowed because the filling the hold does not require the item to transit. The patron is assured the item will be available when she arrives to pick it up. The patron is allowed to return the dvd to any member library to transit back to Adams Library.

Age Protection and Holds

- Six-month age protection of new items prevents holds from being filled for other than local patrons. The hold shows as accepted/placed, but the hold will not be filled for the non-local patron until the item’s age protection has expired.
- If the patron’s home library purchases the item and also age protects it, the patron’s hold can be filled by his home library.
- This is why it is in the best interest of the patrons to only place holds at the Title level*—not the copy level.

The Four Types of Holds

- Evergreen has four different types (levels) of holds. Library staff may place holds at all four levels. Patrons may place only meta-record and title level holds. The chart below summarizes the differences among the hold types:

Hold Type	Abbreviation	When to Use	Who Can Place	Hold Captures
Meta-record	M	Format type doesn't matter.	Patron or staff	All items on MARC records sharing the same title regardless of format.
Title	T	Patron wants the first available copy of the title.	Patron or staff	All holdings attached to a single MARC record.
Volume	V	Patron wants a specific volume attached to a particular call number.	Staff	Call number specific volume record.
Copy	C	Patron wants a specific copy of an item.	Staff	Item based on barcode.

Meta-record Level Holds – Staff and Patron

- Step 1: To place a “meta-level” hold that will capture all items that share the same title regardless of format, patron logs into My Account or staff member pulls up patron record.



The screenshot shows the Evergreen library system interface. At the top, there's a navigation bar with buttons: Refresh, Check Out, Items Out, Holds (selected), Bills, Edit, Messages, and Other. Below this, the patron's name 'BORGER, SHAUNA' is displayed, with a note '(Invalid Date of Birth)'. To the left, there's a 'Status' section with details: PLAC, WLPLW, Internet Unfiltered, Expires on 2012-11-22, and Last updated on 2012-05-01. To the right, there's a 'Holds' section with a 'Place Hold' button (highlighted in yellow) and a 'Show Cancelled Holds' button. Below these buttons is a table with columns: Available On, Capture Date, Current Copy, Last Notify Time, Notices, Pickup Library, Request Date, Status, Title, and Type. The table is currently empty.


- Step 2: Search and retrieve the item in the catalog.
- Step 3: Click on Place Hold below the item record.

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Result 3 of 758 Start « » End

Record Summary

	Title The psychology of Harry Potter : an unauthorized examination of the boy who lived / edited by Neil Mulholland. Series BenBella books psychology of popular culture series Smart pop series. BenBella Books psychology of popular culture series. Author Mulholland, Neil ISBN 9781932100884 Edition Publication Date [2007] Publisher BenBella Books Physical Description print vi, 326 p. ; 23 cm. Format  text Abstract A collection of essays that explore the psychological depth and complexity of J. K. Rowling's Harry Potter series, exploring the psyche of Harry, his friends, family, enemies, and other members of the wizard and Muggle world. Subjects Rowling, J. K. -- Characters -- Harry Potter. Potter, Harry (Fictitious character) Children's stories, English -- History and criticism. Rowling, J. K. -- Characters. Potter, Harry (Fictitious character) Children's stories -- History and criticism.
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Place Hold Copy Summary Shelf Browser Table of Contents Preview MARC Record

Library	Callnumber	Copy Location	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order	Reference	Mending	Reorder	Contact library
Hamilton North Public Library														
Cicero Branch	823.c Mulholland	Adult Non-Fiction	Copy Details Browse Call Numbers	1	0	0	0	0	0	0	0	0	0	0

- Step 4: Click the Advanced Hold Options button. Select acceptable formats and click Place Hold button. Confirm action on the pop-up window.

Create / Edit a Hold

Recipient:	Borger, Shauna
Title:	Harry Potter and the deathly hallows
Author	Rowling, J. K.
Format	 Books
Physical Description:	print 969 p.(large print); 23 cm.
Contact telephone number:	317-234-6536 (XXX-YYY-ZZZZ X123)
Enable phone notifications for this hold?	<input checked="" type="checkbox"/>
Contact email address:	(Patron has no configured email address) (See My Account for setting your email address)
Enable email notifications for this hold?	<input type="checkbox"/>
Pickup location	Indiana State Library - Indianapolis
Expiration date	3/8/2013
Suspend this hold (Help)	<input type="checkbox"/>

Advanced Hold Options

Acceptable Alternative Formats: (Help) (control-click to select multiple formats)	<div style="border: 1px solid black; padding: 5px;"> Books Audiobooks </div>
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Title Level Holds – Staff and Patron

- Step 1: To place a “title level” hold that will capture all holdings attached to a single MARC record, staff member pulls up patron record and clicks on Holds and then Place Hold or patron logs into My Account.
- Step 2: Search and retrieve the item in the catalog.
- Step 3: Click Place Hold below the item record, fill out the Create/Edit a Hold form and click Place Hold.

Volume Level Holds – Staff only

- Volume level holds may be placed only by library staff. Volume level holds capture a specific call number.
- Staff may wish to place a volume level hold for the following case: a patron wishes to a specific volume of a circulating three part set of materials. For example, Adams Public Library System owns a 3 part set of North American Treaties. All three volumes are on the same catalog record. Selecting the item wanted by “call number,” in this case “PR 949.5689 vol III” will ensure the patron gets the proper item.
- Step 1: From the staff client, staff member pulls up patron record and clicks on Holds and then Place Hold.
- Step 2: Search and retrieve the item in the catalog.
- Step 3: Click Place Hold in the Actions column, fill out the Create/Edit a Hold form and click Place Hold.

The screenshot displays the Evergreen Indiana library system interface. On the left, the patron record for BORGER, SHAUNA is shown, including status (PLAC, WPLW), internet access, and contact information. The main area shows a search result for 'The psychology of Harry Potter' by Neil Mulholland. The record summary includes title, series, author, ISBN, edition, publication date, publisher, physical description, format, abstract, and subjects. Below the record summary, there are tabs for 'Place Hold', 'Copy Summary', 'Shelf Browser', 'Table of Contents', 'Preview', and 'MARC Record'. The 'Place Hold' tab is selected, showing a table of holdings for the Indiana State Library - Indianapolis. The table has columns for Library, Callnumber, Copy Location, Actions, Available, Checked out, In process, In transit, Reshelving, On holds shelf, On order, Reference, and Mer. The row for the Indiana State Library - Indianapolis shows a call number of TEST VOLUME, a copy location of Stacks, and a 'Place Hold' button in the Actions column.

Copy Level Hold – Staff only

- Copy level holds may be placed only by library staff. Copy level holds capture a specific barcode number.
- Copy level holds would be used if a patron needed a specific issue of a magazine, or a specific date range of a travel guide, like Fodor's or Frommer's.
- Step 1: From the staff client, staff member pulls up patron record and clicks on Holds and then Place Hold.
- Step 2: Search and retrieve the item in the catalog.
- Step 3. Click "Place Hold" beside the barcode. The hold will be for this copy.

BORGER, SHAUNA

(Invalid Date of Birth)

Status

PLAC

WLPLW

Internet Unfiltered

Expires on 2012-11-22

Last updated on 2012-05-01

Holds: 0

Available: 0

Bills: \$ 0.00

Check Outs: 0

Overdue: 0

Long Overdue: 0

Claimed Returned: 0

Lost: 0

Non Cataloged: 0

ID and Contact Information

Library Card: [REDACTED]

ID 1: Drivers License [REDACTED]

ID 2: [REDACTED]

Holds Alias: [REDACTED]

Date of Birth: <Unset>

Day Phone: [REDACTED]

Evening Phone: [REDACTED]

Other Phone: [REDACTED]

OPAC Login: [REDACTED]

Email: [REDACTED]

Mailing Address

[REDACTED]

[REDACTED]

[REDACTED]

Physical Address

[REDACTED]

[REDACTED]

[REDACTED]

Refresh

Check Out

Items Out

Holds

Bills

Edit

Messages

Other

0

0/0

\$ 0.00

ReLoad

INDIANA

State Library of Indiana

Home

Advanced Search

My Account

Help

You are logged in as sborger

My Search Results

My Search Details

Go!

Keyword

All Formats

Advanced

Indiana State Library - Indianapolis

Record Summary

Title

The psychology of Harry Potter : an unauthorized examination of the boy who lived / edited by Neil Mulholland

Series

BenBella books psychology of popular culture series
Smart pop series. BenBella Books psychology of popular culture series.

Author

Mulholland, Neil

ISBN

9781932100884

Edition

Publication Date

[2007]

Publisher

BenBella Books

Physical Description

print vi, 326 p. ; 23 cm.

Format

text

Abstract

A collection of essays that explore the psychological depth and complexity of J. K. Rowling's Harry Potter of Harry, his friends, family, enemies, and other members of the wizard and Muggle world.

Subjects

Rowling, J. K. -- Characters -- Harry Potter.

Potter, Harry (Fictitious character)

Children's stories, English -- History and criticism.

Rowling, J. K. -- Characters.

Potter, Harry (Fictitious character)

Children's stories -- History and criticism.

Place Hold

Copy Summary

Shelf Browser

Table of Contents

Preview

MARC Record

View copy information for all libraries

Library	Callnumber	Copy Location	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order	Reference	Mer
Indiana State Library - Indianapolis	TEST VOLUME	Stacks	Copy Details Browse Call Numbers Place Hold	0	0	0	1	0	0	0	0	

print these details

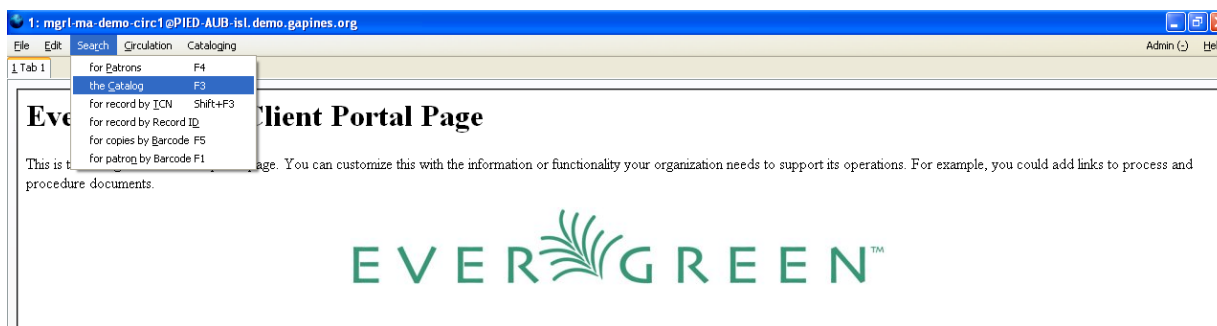
Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
2628592417	place hold book now	In transit	Stacks	- Disabled -	2012-01-24	Yes



Viewing Holds Queue

Patrons often would like to know their position in the holds queue. We do not recommend providing this information to patrons because our current holds configuration places holds on a proximity basis. This means that whoever is physically closest to an item will most likely receive the hold first. This system is designed to save money on transit costs since thousands of items transit across the state every year.

From the staff client, click “Search” and “Search the Catalog”.



Searching the Catalog

We will use the catalog to retrieve the barcode for the item in question. If you know the barcode, you may skip this step.

Search the catalog by title or by the search type of your preference to retrieve the item, in this case, *Harry Potter and the sorcerer's stone*.

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The screenshot shows a web browser window with the URL `1: mgr1-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org`. The browser's address bar and menu bar are visible. The main content area displays search results for the query "Harry Potter".

On the left side, there is a sidebar with navigation links: Home, Advanced Search, My Account, and a login status for "mgr1-ma-demo-circ1". Below these are sections for "Relevant Subjects" (Wizards, Magic, Schools, England, Hogwarts School of Witchcraft and Wizardry, Feature films, Potter, Harry (Fictitious character), Children's audiobooks), "Relevant Authors" (Heyman, David, Klovess, Steven, McGee, Robert, Rowling, J. K.), and "Relevant Series" (Thorndike large print young adult series).

The main search results area is titled "Auburn Public Library" and shows "Results 11 - 20 of about 30 (page 2 of 3)". It includes a search bar with "Harry Potter" and a "Go" button. Below the search bar, there are filters for "Keyword", "All Formats", and "This Branch". A "Limit to Available" checkbox and a "Sort Results by Relevance" dropdown are also present.

The results are displayed in a table with columns: "Available copies / Total copies", "This Branch", "Local Library System", and "Everywhere". The table lists various editions of "Harry Potter and the chamber of secrets" and "Harry Potter and the sorcerer's stone" by Rowling, J. K., along with other related titles like "Harry Potter and the goblet of fire" and "Harry Potter and the chamber of secrets" by Heyman, David. Each entry includes a "Place Hold" button.

	Available copies / Total copies	This Branch	Local Library System	Everywhere
Harry Potter and the chamber of secrets Rowling, J. K. Special edition. p1999 Recorded Books sound recording 8 sound discs (ca. 9 hr.) : digital ; 4 3/4 in.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter [videorecording] witchcraft repackaged : making evil... McGee, Robert c2001 Jeremiah Films videorecording 1 videocassette (60 min.) : sd., col. ; 1/2 in.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the chamber of secrets Rowling, J. K. Special ed. p1999, c1998 Listening Library sound recording 6 sound cassettes (ca. 9 hr.) : analog, Dolby processed.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Rowling, J. K. Special ed. p1999, c1998 Listening Library sound recording 6 sound cassettes (ca. 8 hrs.) : analog, Dolby processed.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the chamber of Secrets Rowling, J. K. 2000, c1999 Scholastic, Inc. print 341 p. ; 20 cm.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the goblet of fire Rowling, J. K. Large print ed. 2000 Thorndike Press text (large print) 936 p. : ill. ; 23 cm.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Klovess, Steven. Widescreen version. c2002 Warner Home Video videorecording 2 videodiscs (152 min.) : sd., col. ; 4 3/4 in.	0 / 0	0 / 0	0 / 0	0 / 0
Harry Potter and the sorcerer's stone Rowling, J. K. 1997 Scholastic print 312 p.	1 / 1	4 / 4	8 / 9	
Harry Potter and the chamber of secrets Heyman, David. [2003], c2002 Warner Home Video videorecording 1 videocassette (approx. 163 min.) : sd., col. ; 1/2 in.	0 / 0	0 / 0	0 / 0	0 / 0

After clicking on the title of the item in question, the Record Summary will appear.

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The screenshot shows the Evergreen catalog interface. At the top, the browser address bar displays `1: mgr1-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org`. The interface includes a menu bar (File, Edit, Search, Circulation, Cataloging) and a toolbar (Admin, Help). The main content area is titled "Record Summary" and displays the following information:

- Title:** Harry Potter and the sorcerer's stone
- Author:** Rowling, J. K.
- TCN: (System):** [PIN97017331](#)
- Created By: (PINES):** [101010101010101](#)
- Edition:**
- Last Edited By: (PINES):** [101010101010101](#)
- Pub Date:** 1997
- Last Edited On:** 01/30/08

Navigation buttons include "Record 8 of 20", "Start", "Previous", "Next", "End", "Go Back", and "Go Forward". A "Actions for this Record" button is also present.

The "Record Summary" section includes a "Place Hold" button and a "More Actions..." dropdown menu. Below this, a table displays the record details:

Field	Value
Title	Harry Potter and the sorcerer's stone
Author	Rowling, J. K.
ISBN	059035342X
Edition	
Publication Date	1997
Publisher	Scholastic
Physical Description	print 312 p.
Format	text
Abstract	

Below the record details, there are tabs for "Copy Summary", "Shelf Browser", and "MARC Record". The "View copy information for all libraries" section displays a table with the following columns: Library, Callnumber, Actions, Available, Checked out, In process, In transit, Reshelving, On holds shelf, and On order.

Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Auburn Public Library	JF ROW	details browse place hold	1	0	0	0	0	0	0

Below the table, there is a "print these details" link and a table with the following columns: Barcode, Status, Location, Age Hold Protection, Create Date, Holdable, and Due Date.

Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
3947802310889	Available	Stacks	- Disabled -	2008-01-30	Yes	

At the bottom of the interface, there is a footer with links: "Basic Catalog (HTML only)", "Find a Library Near Me", "Help", "About PINES", and "GALILEO".

Next, click on "Actions for this Record" and "View Holds" to view the current holds queue.

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Record Summary

Title: Harry Potter and the sorcerer's stone
 Author: Rowling, J. K.
 TCN: (System) [PIN97017331](#)
 Created By: (PINES) [101010101010101](#)
 Edition:
 Last Edited By: (PINES) [101010101010101](#)
 Pub Date: 1997
 Last Edited On: 01/30/08

Record 8 of 20 [Start](#) [Previous](#) [Next](#) [End](#)
[Go Back](#) [Go Forward](#)

EVERGREEN

Home
 Advanced Search
 My Account
 You are logged in as **mgr1-ma-demo-circ1**
 My Title Results
 My Title Details

title: hary potter [Go](#) Keyword All Formats

Auburn Public Library

Result 8 of 30 [Start](#) [<<](#) [>>](#) [End](#)

Record Summary [Place Hold](#)

Title	Harry Potter and the sorcerer's stone
Author	Rowling, J. K.
ISBN	059035342X
Edition	
Publication Date	1997
Publisher	Scholastic
Physical Description	print 312 p.
Format	text
Abstract	

[Copy Summary](#) [Shelf Browser](#) [MARC Record](#)

View copy information for all libraries

Library	Callnumber	Actions	Available	Checked out	In process	In transit	Reshelving	On holds shelf	On order
Victory Regional Library System									
Auburn Public Library	JF ROW	details browse place hold	0	0	0	1	0	0	0

[print these details](#)

Barcode	Status	Location	Age Hold Protection	Create Date	Holdable	Due Date
3947802310889 place hold	In transit	Stacks	- Disabled -	2008-01-30	Yes	

Basic Catalog (HTML only) | Find a Library Near Me | Help | About PINES | GALILEO

The current holds queue will appear, as shown below. The default ordering is with the oldest hold (next in line) is at the bottom.

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1: mgrl-ma-demo-circ1@PIED-AUB-isl.demo.gapines.org

File Edit Search Circulation Cataloging Admin (?) Help

1 Bib Record: PIN97017331

Record Summary

Title: Harry Potter and the sorcerer's stone [\(View MARC\)](#)
Author: Rowling, J. K. **Pub Date:** 1997
TCN: (System) [PIN97017331](#) **Created By: (PINES)** [101010101010101](#) **Last Edited By: (PINES)** [101010101010101](#) **Last Edited On:** 01/30/08

Record 8 of 20 [Actions for this Record](#)

Holds [Actions for Selected Holds](#)

Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Lib	Request Date	Status	Title	Type
		3947802310889		0	MGRl-MA	2008-09-02	Waiting for copy	Harry Potter and the sorcerer's stone	C
	2008-09-02	3947802310889		0	MGRl-ID	2008-09-02	In-Transit	Harry Potter and the sorcerer's stone	T

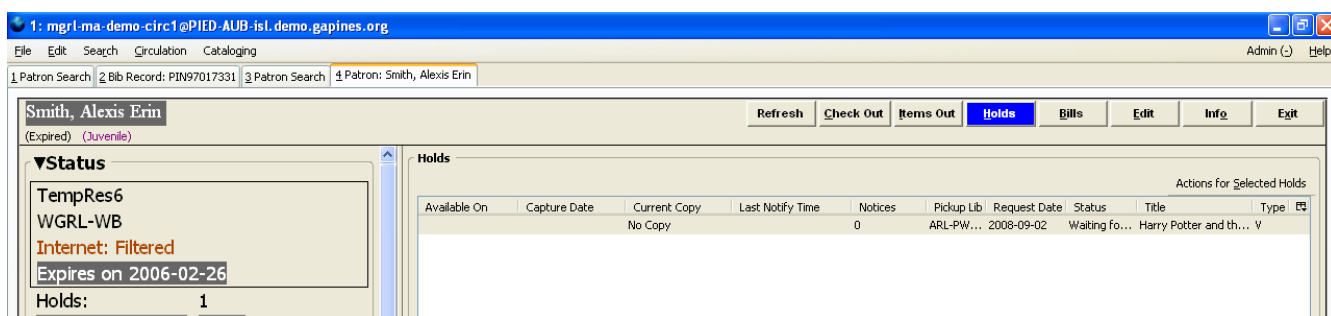


Cancelling Holds

Often, a patron may call in and ask you to cancel a hold for them. While they can do this from the online OPAC, this may not always be possible for the patron.

To cancel holds from the staff client, first retrieve the Patron Account (See Item Checkout, Steps 1 through 4 for more information).

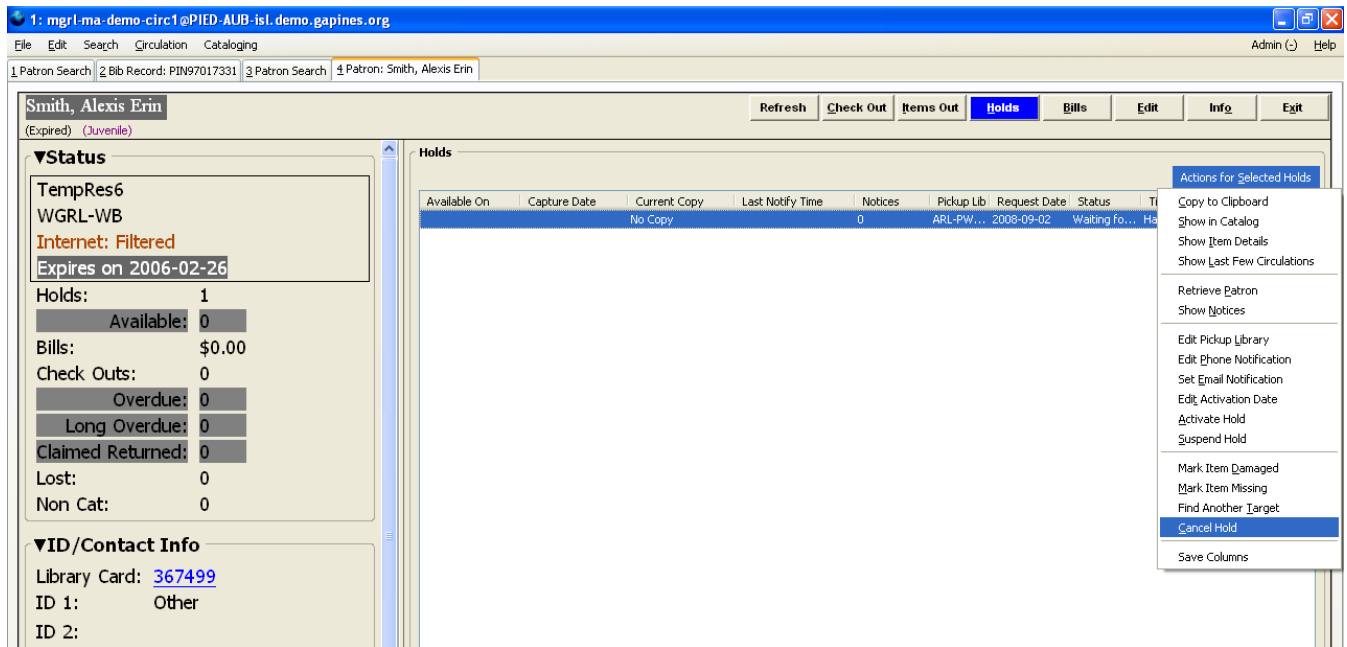
From the patron information screen, click “Holds” to view.



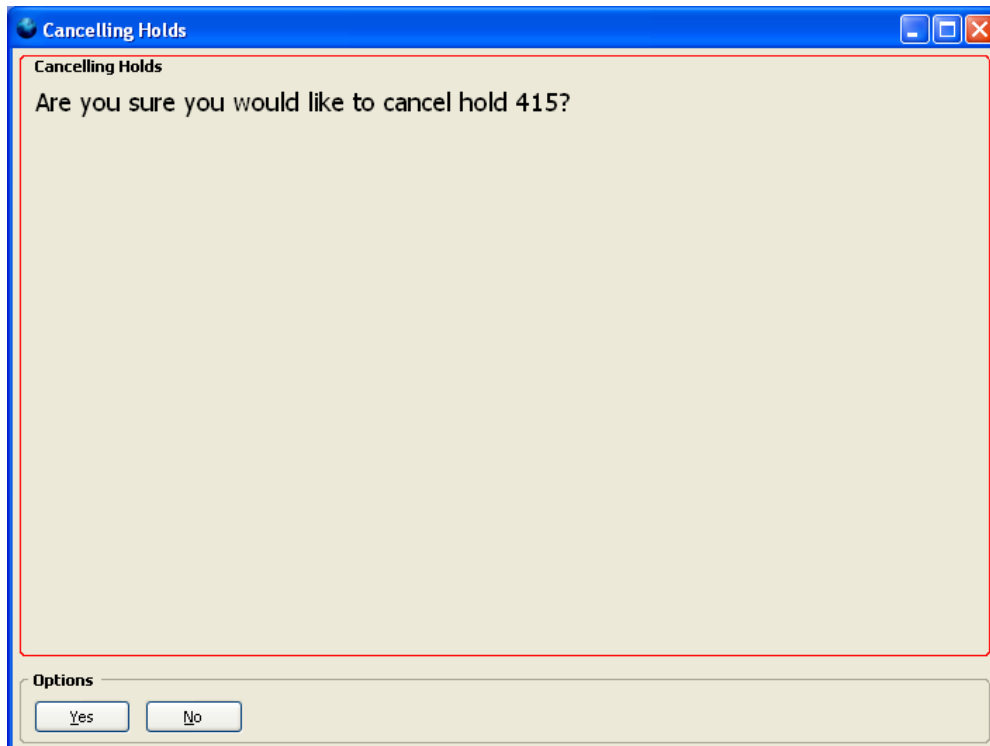
Any current holds will appear in the *Holds* window. To cancel a particular hold, select the line of the hold and click *Actions for Selected Items* and *Cancel Hold*.

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The confirmation screen will appear.

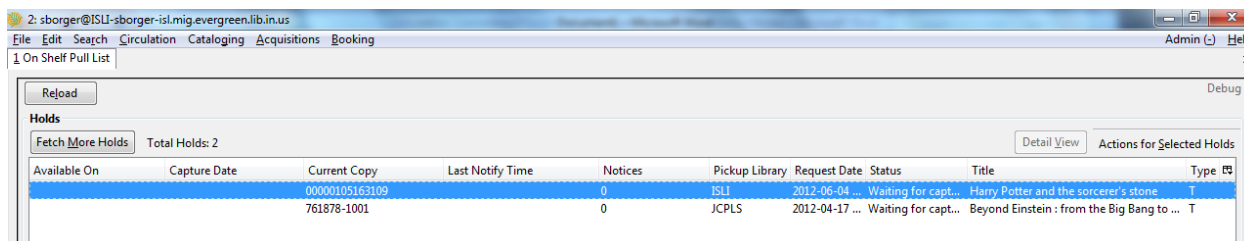


Select Yes to cancel the hold.

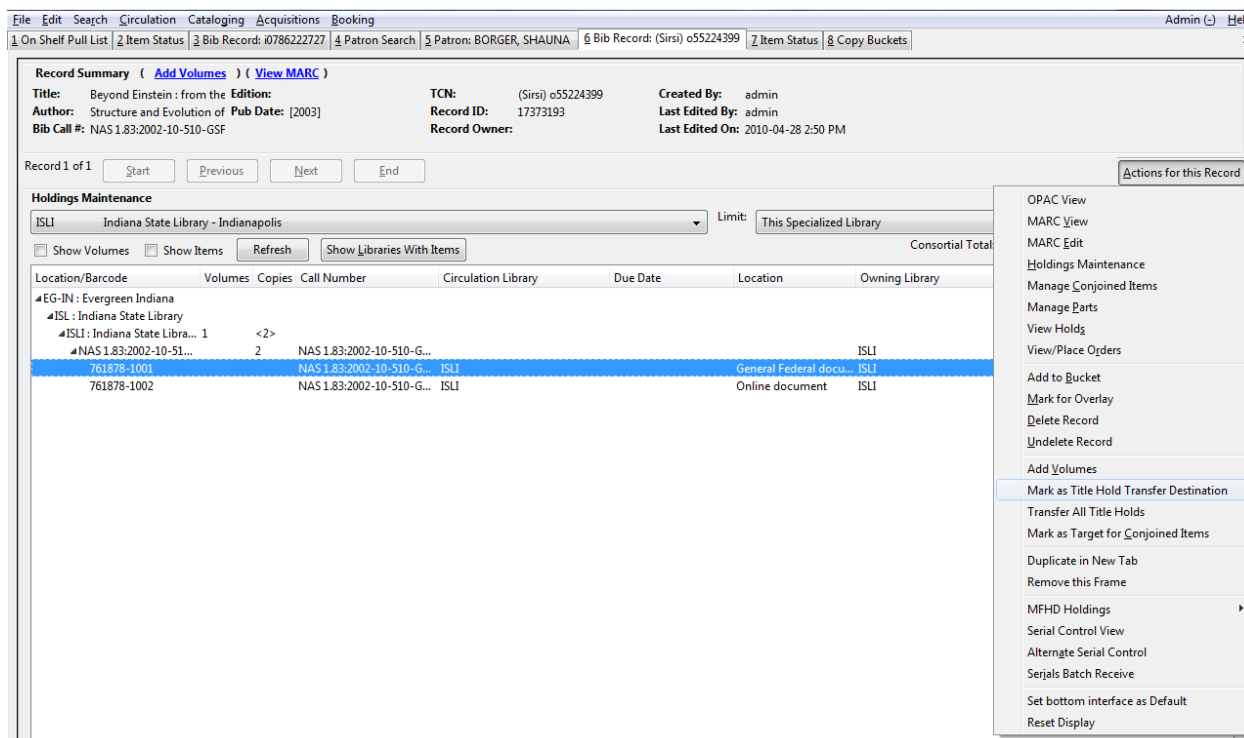


Transferring holds in Evergreen

1. If you open the Pull List for Hold Requests and find that one item is damaged and you would like to circulate a different copy, you can transfer the hold to the desired copy.



2. Begin by opening a new tab (Control + T), pulling up the desired bibliographic record in the Advanced Search page, clicking on Actions for this Record and then Holdings Maintenance.
3. Navigate to the correct library and then click on Actions for this Record > Mark as Title Hold Transfer Destination.



4. You will receive a pop-up dialog box which says “Record with ID [NUMBER] marked for title hold transfer.”

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The screenshot shows the Evergreen Indiana Circulation Training Manual interface. The top navigation bar includes links for File, Edit, Search, Circulation, Cataloging, Acquisitions, and Booking. The main content area is divided into several sections:

- Record Summary:** Displays metadata for the record, including Title, Author, Edition, Pub Date, Bib Call #, TCN, Record ID, Record Owner, Created By, Last Edited By, and Last Edited On.
- Holdings Maintenance:** A section for managing holdings, including a dropdown for the library (ISLI) and a table of holdings.

The Holdings table lists the following holdings:

Location/Barcode	Volumes	Copies	Call Number	Circulation Library	Due Date	Location	Owning Library	Part	Status
EG-IN : Evergreen Indiana									
ISLI : Indiana State Library									
ISLI : Indiana State Libra...	1	<2>							
NAS 1.83:2002-10-51...	2		NAS 1.83:2002-10-510-G...						
761878-1001			NAS 1.83:2002-10-510-G...	ISLI		General Federal docu...	ISLI		Available
761878-1002			NAS 1.83:2002-10-510-G...	ISLI		Online document	ISLI		Available

A JavaScript Application dialog box is displayed over the Holdings table, indicating that the record with ID 17373193 is marked for title hold transfer.

- Click back on the On Shelf Pull List tab, click on the hold you want to transfer, click on Actions for Selected Holds and then Transfer to Marked Title.

The screenshot shows the Evergreen Indiana Circulation Training Manual interface. The top navigation bar includes links for File, Edit, Search, Circulation, Cataloging, Acquisitions, and Booking. The main content area is divided into several sections:

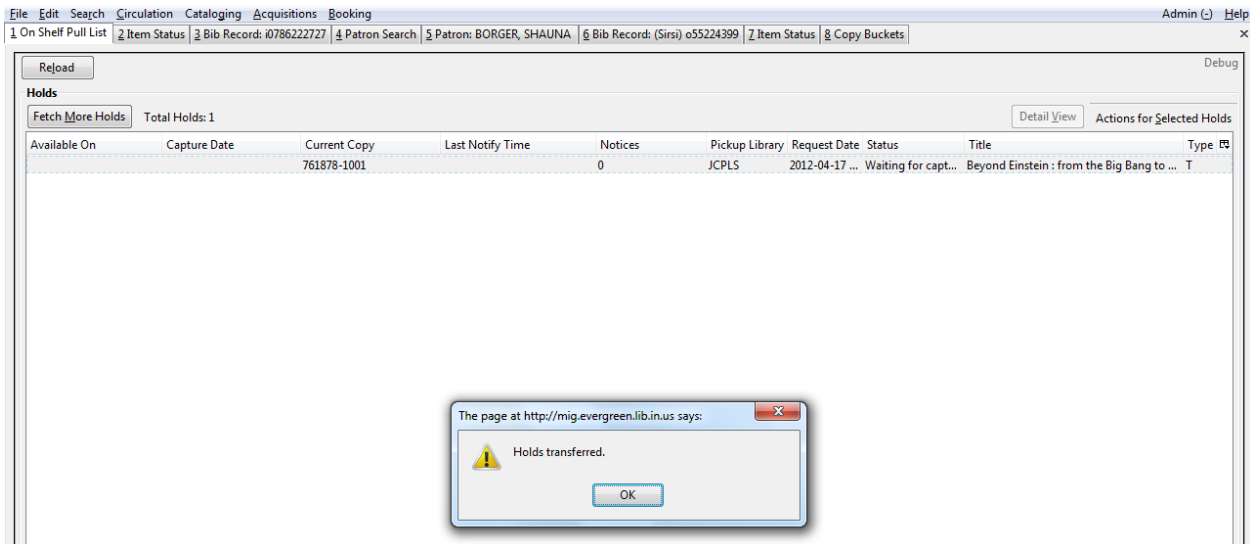
- Holds:** A section for managing holds, including a table of holds and a dropdown for the library (ISLI).

The Holds table lists the following holds:

Available On	Capture Date	Current Copy	Last Notify Time	Notices	Pickup Library	Request Date	Status	Title
		761878-1001		0	JCPLS	2012-04-17 ...	Waiting for capt...	Beyond Einstein

The Actions for Selected Holds menu is open, showing options like Copy to Clipboard, Show in Catalog, Show Item Details, Show Last Few Circulations, Retrieve Patron, Set Desired Copy Quality, Edit Pickup Library, Edit Phone Notification, Set Email Notification, Edit Expiration Date, Edit Shelf Expire Time, Edit Activation Date, Edit Request Date, Activate Hold, Suspend Hold, Set Top of Queue, Transfer to Marked Title, Mark Item Damaged, Mark Item Missing, Find Another Target, Cancel Hold, and Save Columns.

6. You will receive a pop-up dialog box which says “Holds transferred.”



7. The holds list should reload automatically with the newly targeted copy for the hold.